

Home Health-Personal Care Aide Tompkins County

Department: Office for the Aging
Classification: Non-competitive
Labor Grade: White Collar Grade 8
Approved: 11/2021
Revised: 1/22; 2/2024
By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(A) Graduation from high school or possession of a high school equivalency diploma **AND** possession of a NYS Certified Nurse Aide Certification; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma **AND** satisfactory completion of an approved Personal Care Aide Course **OR** provide documentation of enrollment in a certification program to be completed within 3 months of submitting application.

NOTE: Preference may be given to applicants with at least one year of experience.

SPECIAL REQUIREMENT:

Must hold a valid New York State driver's license at the time of appointment and must maintain license throughout employment. Must have access to reliable transportation to meet fieldwork requirements in a timely and efficient manner. The job may involve extensive travel to all parts of the county and occasional travel out of county.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work providing personal care assistance to clients in the normal activities of daily living at their place of residence. The tasks provided involve housekeeping, personal hygiene, shopping and related supportive services designed to allow clients to remain safely within the community for as long as possible. The services provided are listed in a care plan designed by a case manager. The work is performed under supervision of an assigned supervisor(s) in accordance with all applicable laws and regulations as well as established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

The typical work activities listed below are illustrative only and, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

- Bathes and shampoos client's hair, i.e. bed, sponge, tub or shower bath; and gives personal hygienic care such as combing hair, brushing teeth, cleaning fingernails, etc.;
- Helps clients to the bathroom;
- Changes bed linens, makes beds and performs other simple housekeeping tasks to provide a suitable living environment for the client;
- Plans and prepares meals for clients, which may involve cooking and shopping at markets to obtain supplies;
- May transport clients in a county car for appointments or shopping;
- Cleans, dusts, washes dishes and performs a variety of other light housekeeping tasks;
- Cares for clients clothing; including washing, ironing and simple mending;
- May assist client with self-administered medications;
- Attends staff meetings;
- Prepares a variety of records and reports related to the work;
- Attends trainings, workshops and webinars and other continuing educational requirements.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the characteristics, needs, and interests of the client population served;
- Ability to communicate effectively, both orally and in writing;
- Ability to understand and implement oral and written directions;
- Ability to perform tasks associated with the position;
- Ability to maintain confidentiality;
- Ability to learn computerized systems;
- Ability to maintain tact and courtesy;
- Physical condition commensurate with the demands of the position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Due to minimal computer usage, the job requires minimal visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are moderate for this position. Considerable interpersonal skills are necessary in order to create connections. Internal contacts may include work with office staff and will require professional collaboration on overlapping projects. External contacts are with families, liaisons, and community groups and involve the development of professional networks. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

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